



Reply to Attn of:

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JUN 21 2000

TO: All NASA Headquarters Employees

FROM: C/Associate Administrator for Headquarters Operations

SUBJECT: Property Accountability Procedures for ODIN-Owned Equipment

Under the Outsourcing Desktop Initiative for NASA (ODIN), NASA Headquarters is transitioning from government-owned to contractor-owned Information Technology property. Please be aware that all employees are to care for the ODIN property in the same manner as if it were government-owned. Since ODIN property is not being tracked in the NASA Equipment Management System (NEMS) nor monitored by the divisions' property custodian(s), it is particularly important that employees maintain current copies of accountability documents provided by the ODIN vendor.

In accordance with standard Headquarters procedures for government-owned property, any loss of ODIN property will be investigated by the Headquarters Facilities, the Security Management Division (Code CO), and the Headquarters Property Survey Board. If it is determined that an employee was negligent in the loss of ODIN property, they may be required to pay monetary damages and possibly be subject to disciplinary action.

Contained in the enclosure are the ODIN property accountability procedures. I ask that all employees familiarize themselves with these procedures to ensure that we continue to have a strong property accountability program at Headquarters.

Please feel free to contact the Headquarters Supply and Equipment Management Officer, Ms. Connie Higgs, at (301) 286-7420 or chiggs@pop200gsfc.nasa.gov if you have any questions.

A handwritten signature in cursive script that reads "Michael D. Christensen".

Michael D. Christensen

Enclosure

PROPERTY ACCOUNTABILITY OF ODIN-OWNED EQUIPMENT

RECEIPT OF ODIN-OWNED EQUIPMENT:

The ODIN Vendor will obtain a signature from the Headquarters employee who thereby, accepts accountability and responsibility for the ODIN-owned equipment assigned to them.

In instances where government-owned equipment is being replaced, the ODIN Vendor will remove the government-owned equipment. Both the division property custodian and the ODIN Vendor representative will sign the NASA Form 1602, relieving the equipment user of accountability.

If government-owned property is being removed for repair, and ODIN equipment is being temporarily provided as a replacement, the ODIN Vendor will also provide the division property custodian a signed receipt for the government-owned equipment.

REMOVAL OF ODIN-OWNED EQUIPMENT FROM THE HEADQUARTERS BUILDING:

When it is necessary for a Headquarters employee to remove ODIN-owned equipment from the Headquarters building (for home use, TDY, etc.), the employee will complete the ODIN NASA HQ Offsite Property form. This form can be obtained from the following Headquarters web site.

<http://www.hq.nasa.gov/office/codec/codeci/help/forms/forms.htm>

An ODIN-Offsite Quick Pass (laminated card) will be provided upon request, if the employee loaned equipment will be carried in/out of the building on a regular basis.

LOSS OF ODIN-OWNED EQUIPMENT:

In the event that ODIN-owned equipment is lost, damaged, destroyed or believed stolen, the equipment user will do the following as soon as possible:

- Notify their immediate supervisor, as well as the ODIN INTELLICENTER (Helpdesk) at (202) 358-HELP or toll-free at (877) 447-4968
- Complete the ODIN SAIC Missing Property Report, which can be obtained from the following Headquarters web site.

<http://www.hq.nasa.gov/office/codec/codeci/help/forms/forms.htm>

- Notify the local police authority if the suspected theft occurs outside a government facility.
- ❖ REMINDER: Please note that the current property management policies/procedures will remain in existence for all remaining HQ's government-owned property.